

Michigan Department of Corrections

PRE-RELEASE PROGRAM

Developed by the Transition Committee, Education Section, CFA

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MODULE: SA100 SELF-ANALYSIS / SELF-ESTEEM

DEFINITION	CORE ELEMENTS	REQUIRED MATERIALS	RECOMMENDED MATERIALS
<p>Prisoners will assess their strengths and weaknesses.</p> <p>They will be given information about building self-esteem and positive self-image.</p>	<ol style="list-style-type: none"> 1. Complete an assessment of personal strengths and weaknesses. 2. Write positive impact statements. 3. Identify self-defeating behaviors. 4. Describe how to turn negative events into positives. 	<p>Video: Les Brown 99 Days & a Get-Up</p> <p>Video: Preparing for Success</p>	<p>MDOC Substance Abuse Materials</p> <p>MOIS</p> <p>Destinations</p>

1. Use an assessment tool, such as available on MOIS, or have prisoners create a statement about their personal strengths and weaknesses.
2. Discuss the importance of positive attitudes and behaviors, using a tool such as Destinations.
3. Use scenarios, examples and prison experiences to show how negative events can be turned to positives.
4. Use the statements from the Les Brown video as a basis for teaching positive impact statements and self-defeating behaviors.

MODULE: SA 200 GOAL SETTING / VALUES CLARIFICATION

DEFINITION	CORE ELEMENTS	REQUIRED MATERIALS	RECOMMENDED MATERIALS
<p>Prisoners will provide realistic short and long term goals pertinent to employment and reintegration into the community.</p> <p>They will identify and assess their own work values, and understand and respect the work values of others.</p>	<ol style="list-style-type: none"> 1. Set realistic personal short/long terms goals. 2. Prepare a statement of realistic job and wage expectations. 3. Complete an assessment of work values. 4. Define the difference between wants and needs. 5. Understand that others have distinct values different from their own. 	CareerScope	Personality Assessment MOIS Destinations

1. Use MOIS/CareerScope to explore goals.
2. Make a prioritized list of personal values.
3. Analyze a specific job in terms of job satisfaction, salary, location, hours, benefits, actual duties/conditions.
4. Have prisoners write goals.
5. Write some appropriate work goals.

MODULE: SA300 FINANCIAL MANAGEMENT

DEFINITION	CORE ELEMENTS	REQUIRED MATERIALS	RECOMMENDED MATERIALS
<p>Prisoners will identify personal expenditures for daily living.</p> <p>They will create a budget based on realistic projected income.</p>	<ol style="list-style-type: none"> 1. Define net and gross income. 2. Understand employee benefits and deductions. 3. Define the elements of a personal budget. 4. Demonstrate an understanding of checking and savings accounts and their uses. 5. Demonstrate an understanding of credit cards, obtaining credit, and interest/late charges. 	<p>Video: Managing Money</p>	<p>Destinations</p> <p>Fannie Mae Foundation Publications: "Knowing & Understanding Your Credit" and/or "Borrowing Basics"</p>

1. Review a sample employee paycheck and benefits forms.
2. Create a sample personal budget.
3. Fill out sample banking forms, checks, etc., such as available on Destinations.
4. Review total purchase costs with varying interest rates and late charges factored in.

MODULE: JS100 CAREER SEARCH

DEFINITION	CORE ELEMENTS	REQUIRED MATERIALS	RECOMMENDED MATERIALS
Prisoners will complete aptitude/interest surveys to define the world of work and their place in it, and to target themselves for job development.	<ol style="list-style-type: none">1. Complete a vocational assessment.2. Determine an area of career interest.3. Research the suitability of a potential career (training, work hours, salary, benefits, working conditions, duties, etc.)	<p>MOIS</p> <p>FIA Publications</p>	<p>Michigan 2005</p> <p>Occupational Outlook Handbook</p> <p>Video: Places to Look for Work When You Don't Have a College Degree</p> <p>Destinations</p>

1. Use the MOIS inventory to assess vocational interests.
2. Research and compare job options.
3. Use MOIS, the Occupational Outlook Handbook, or a similar tool to gain specific knowledge about job choices.

MODULE: JS200 JOB LEADS

DEFINITION	CORE ELEMENTS	REQUIRED MATERIALS	RECOMMENDED MATERIALS
<p>Prisoners will investigate sources of potential job leads.</p> <p>They will demonstrate knowledge of multiple resources, public and private.</p>	<ol style="list-style-type: none"> 1. Define networking. 2. Compare advantages and drawbacks of private, public and temporary job agencies. 3. Explain job fairs, their purpose and how to access them. 4. Explain the use of want ads and define the terms and abbreviations used in them. 5. Define cold contacts (telephone contacts and “pounding the pavement”). 	<p>FIA Publications</p> <p>Video: Michigan Works— One Stop Centers</p>	<p>Video: Places to Look for Work When Your Past Is Not So Hot</p>

1. List some potential contacts for networking.
2. Search a sample want ads section for potential job leads.
3. Practice making a mock telephone contact with an employer.
4. Use scenarios to review possible problems in getting others to help in job searches.
5. When possible, have a representative from Michigan Works discuss job leads.
6. Hold a job fair with community resources when possible.

MODULE: JS300 REFERENCES

DEFINITION	CORE ELEMENTS	REQUIRED MATERIALS	RECOMMENDED MATERIALS
Prisoners will develop a list of references (personal/professional) to be used as part of the job search process, and to be placed in their portfolios.	<ol style="list-style-type: none">1. Explain the difference between personal and business references.2. Define the criteria for a good reference.3. Describe the steps in securing a reference, and informing references that their names have been given out.	FIA Publications	Destinations

1. List three potential references.
2. Practice writing a letter or making a telephone contact to request a reference.

MODULE: JS400 APPLICATIONS

DEFINITION	CORE ELEMENTS	REQUIRED MATERIALS	RECOMMENDED MATERIALS
<p>Prisoners will know the importance of neatly and accurately filling out a job application.</p> <p>They will complete a job application to place in their portfolios.</p>	<ol style="list-style-type: none">1. Define application terms and phrases.2. Review the parts of an application, and the need to fill in every section.3. Complete a sample application.	MOIS	<p>Places to look for Work When You Don't Have a College Degree</p> <p>Destinations</p>

1. List personal information required for application forms.
2. Use a sample application form or an actual application form obtained from a business.
3. Use MOIS to prepare applications.

MODULE: JS500 RESUMES

DEFINITION	CORE ELEMENTS	REQUIRED MATERIALS	RECOMMENDED MATERIALS
<p>Prisoners will know the purpose of and be familiar with formats/styles of resumes and cover letters.</p> <p>They will prepare a resume and cover letter for use in interviews and placement in their portfolios.</p>	<ol style="list-style-type: none"> 1. Define the purpose of a resume. 2. Understand the parts, styles and formats of the resume. 3. Identify work skills and skills groups. 4. Identify work experience, volunteer experience, education, leadership and accomplishments. 5. Identify positive personal characteristics. 6. Write a job objective. 7. Describe how to include prison experience in a resume. 8. Write a personal resume. 9. Review cover letters. 	MOIS	<p>Video: From Parole to Payroll - Resumes and Job Applications</p> <p>Destinations</p>

1. Review resume writing.
2. Identify the parts of the resume.
3. Organize resume information.
4. Prepare a personal resume.
5. Write a cover letter for a job application.

MODULE: JS500A ELECTRONIC RESUMES AND APPLICATIONS

DEFINITION	CORE ELEMENTS	REQUIRED MATERIALS	RECOMMENDED MATERIALS
<p>Prisoners will become familiar with the various electronic and computerized methods of preparing resumes and applications.</p> <p>They will become aware of electronic and computerized job application alternatives used by agencies and companies.</p>	<ol style="list-style-type: none">1. Define electronic and computerized resumes and applications.2. Define key word searches for electronic resumes.3. Explain the use of the Internet to post resumes.4. Identify companies that complete applications by computer or telephone, such as Target.	Sample applications and materials	MOIS

1. Provide examples of computerized job applications.
2. Describe the resume process used by Michigan Works Talent Bank.
3. Describe the methods of job application by an electronic system.

MODULE: JS600 PORTFOLIOS

DEFINITION	CORE ELEMENTS	REQUIRED MATERIALS	RECOMMENDED MATERIALS
<p>Prisoners will develop/ update/maintain a portfolio containing documentation of skills and accomplishments.</p> <p>Portfolios will contain sample job search materials (resumes, applications, etc.).</p> <p>Prisoners will learn how to secure such items of documentation as birth certificate, driver license, Secretary of State ID, card, school transcripts, certificates.</p>	<ol style="list-style-type: none"> 1. Review a standard checklist of items to be maintained in the portfolio. 2. Explain methods of documenting skills and accomplishments. 3. Identify the types of personal data and information useful for job search and the need to maintain these in a portfolio (addresses, telephone numbers, names of references, supervisors, job titles, etc.) 4. Provide forms and information for securing personal documents. 5. Review government support programs (Tax Credit, Federal bonding) 	<p>MOIS</p> <p>Pocket portfolio</p> <p>Portfolio Checklist</p> <p>Applications for/copies of documents: (birth record, licenses, certificates, social security, ID card, test records, etc.)</p> <p>Target Jobs Tax Credit Federal Bonding</p>	

1. Provide each prisoner with a portfolio in which to maintain job search materials, to be reviewed for content at the end of the course.
2. Use a portfolio checklist to identify portfolio items.

MODULE: JS700 INTERVIEWS

DEFINITION	CORE ELEMENTS	REQUIRED MATERIALS	RECOMMENDED MATERIALS
<p>Prisoners will become aware of the methods of preparation for an interview.</p> <p>They will learn what to bring to an interview.</p> <p>They will become familiar with the parts of the interview.</p> <p>They will prepare for potential interview questions.</p>	<ol style="list-style-type: none"> 1. Review interview preparation - appearance, interview information, portfolio contents. 2. Review the parts of the interview. 3. Practice sample interview questions and positive responses, including those related to conviction. 3. Review federal bonding and tax credits. 4. Identify positive communication, verbal and non-verbal. 	<p>Video: Putting the Bars Behind You.</p> <p>MOIS</p> <p>FIA Publications</p>	<p>Video: Special Interview Challenges</p> <p>Video: From Parole to Payroll - The Job Interview</p> <p>Destinations</p>

1. Use scenarios to review possible interview problems.
2. Review interview skills.
3. Explain federal bonding and tax credits, and how they can be discussed in an interview.
4. Discuss interviews and interview questions.

MODULE: JS700A MOCK INTERVIEWS

DEFINITION	CORE ELEMENTS	REQUIRED MATERIALS	RECOMMENDED MATERIALS
Prisoners will participate in mock interviews in front of others. They will be given critiques of their practice interview.	1. Conduct mock interviews. 2. Critique the interviews. 3. Review follow-up letters.	Sample interview questions Interview critique form	

1. Conduct mock interviews; when possible, use other staff as interviewers.
2. Have the class critique the interviews.
3. Write thank you letters for interviews.

MODULE: JK100 EFFECTIVE WORK HABITS

DEFINITION	CORE ELEMENTS	REQUIRED MATERIALS	RECOMMENDED MATERIALS
Prisoners will gain an understanding of the work habits, attitudes, and practices necessary for successful employment.	<ol style="list-style-type: none">1. Discuss the crucial habits of successful employment.2. Review what employers are looking for in good employees.3. Discuss work relationships with supervisors, co-workers, and customers.4. Identity sources of emotional support in the community.	FIA Publications	

1. Use scenarios to review the habits of showing up on time, showing up every day, and working hard every day.
2. Use scenarios to illustrate positive work conduct, including proper use of time and equipment, personal appearance, personal calls, stealing, etc.
3. Use scenarios to demonstrate appropriate attitudes and behaviors in the workplace, including trustworthiness, working well with others, following directions, asking questions, avoiding gossip and harassment, etc.
4. Practice appropriate methods for calling in sick, leaving early, using vacation time and handling other job situations.

MODULE: JK200 MANAGING EMOTIONS

DEFINITION	CORE ELEMENTS	REQUIRED MATERIALS	RECOMMENDED MATERIALS
Prisoners will gain knowledge of self-management in reference to the work environment.	<ol style="list-style-type: none"> 1. Discuss stress and how to handle it. 2. Review the impact of emotions in the workplace. 3. Examine the need for impulse control in the workplace. 4. Identity sources of emotional support in the community. 	FOA Community Resource Directory	<p>MDOC Substance Abuse Materials</p> <p>Destinations</p>

1. Use scenarios to review emotional reactions in job situations.
2. Discuss responses to praise and criticism on the job.
3. Identify examples of how to deal with anger in the workplace.
4. Use the Directory to assist prisoners in locating community resources.

MODULE: JK300 JOB MOBILITY

DEFINITION	CORE ELEMENTS	REQUIRED MATERIALS	RECOMMENDED MATERIALS
<p>Prisoners will discuss methods for maintaining work relationships (co-worker, supervisor, subordinate).</p> <p>They will be taught the proper procedures for obtaining, maintaining and changing jobs.</p>	<ol style="list-style-type: none"> 1. Identify appropriate work relations with supervisors, co-workers and subordinates. 2. Identify successful work attitudes and behaviors, including attendance, punctuality, appearance, substance abuse, hygiene, and performance. 3. Discuss asking questions, handling mistakes on the job. 4. Review appropriate reasons for changing jobs. 5. Discuss proper job hunting while employed. 6. Review job resignation and letters of resignation. 	<p align="center">MOIS</p>	<p align="center">MDOC Substance Abuse Materials</p> <p align="center">Destinations</p>

1. Use scenarios to review good work relations, teamwork, and communication.
2. Use scenarios and examples to review appropriate employability traits, handling positives and negatives in the workplace.
3. Write a letter of resignation.

MODULE: JK400 PROBLEM-SOLVING

DEFINITION	CORE ELEMENTS	REQUIRED MATERIALS	RECOMMENDED MATERIALS
Prisoners will be exposed to different approaches to problem-solving. They will demonstrate the use of positive techniques to solve work-related problems.	1. Discuss the steps in problem-solving. 2. Apply the problem-solving model to work-related problems.	MOIS Problem-Solving Model	MDOC Substance Abuse Materials

1. Use a problem-solving model.
2. Use scenarios to review solutions and alternate solutions to work problems.
3. Discuss decision making.

MODULE: JK500 CONFLICT RESOLUTION

DEFINITION	CORE ELEMENTS	REQUIRED MATERIALS	RECOMMENDED MATERIALS
Prisoners will study resolving work-related conflicts in a socially acceptable manner. They will practice resolving work-related conflicts in positive ways.	<ol style="list-style-type: none">1. Identify causes of conflicts.2. Discuss the goal of successful conflict resolution.3. Contrast assertive and aggressive communication.4. Examine the importance of good listening skills.5. Discuss examples of negotiation, compromise, fighting fairly, and focus on problems rather than individuals.6. Practice arriving at successful resolutions.	Mediation Model	MDOC Substance Abuse Materials Video: How to Handle Conflict & Manage Anger. Video: Gaining Control Destinations

1. Role play assertive and aggressive responses.
2. Review effective communicating skills.
3. Practice a mediation model.
4. Use scenarios to practice positive resolution of workplace conflicts.

MODULE: CR100 MDOC GUIDELINES

DEFINITION	CORE ELEMENTS	REQUIRED MATERIALS	RECOMMENDED MATERIALS
Prisoners will review PERs, Parole Rules, Standard Conditions of Parole, 20 Questions about Parole, and Corrections Center Placement / Rules, where applicable.	<ol style="list-style-type: none"> 1. Discuss Parole Rules and Standard Conditions of Parole. 2. Clarify any questions about 20 Questions about Parole. 3. Discuss Corrections Centers as applicable. 4. Discuss reasonable expectations for help from Parole Agents. 5. Discuss positive relations with Parole Agents. 	<p>Parole Eligibility Report</p> <p>Standard Conditions of Parole</p> <p>Corrections Center Rules / Placement, as needed.</p>	Parole Planning Manual

1. Have prisoners role-play the part of the Parole Board, and review a sample PER.
2. Review the Rules and Standard Conditions of Parole. Discuss the consequences of failure to comply.
3. Use scenarios to practice appropriate responses to situations which could result in violations.
4. When possible, have a Parole Agent discuss parole expectations.

MODULE: CR200 STATE / COMMUNITY RESOURCES

DEFINITION	CORE ELEMENTS	REQUIRED MATERIALS	RECOMMENDED MATERIALS
Prisoners will be exposed to State agencies and community resources which may assist in job placement and community reintegration.	<ol style="list-style-type: none">1. Identify the types of support services available in communities.2. Identify job placement resources.3. Identify health resources.4. Identify crisis intervention services.	<p>An Ex-Offenders' Guide to Opportunities</p> <p>FOA Community Resource Directory</p> <p>MOIS</p>	Booklet: Doing 24 / 7 on the Outside

1. Use An Ex-Offenders' Guide to Opportunities to review resources.
2. Use the FOA Community Resource Directory to identify specific resources and addresses.
3. When possible, have a representative from Family Independence Agency discuss resources.

MODULE: CR300 RE-ENTRY ADJUSTMENT

DEFINITION	CORE ELEMENTS	REQUIRED MATERIALS	RECOMMENDED MATERIALS
<p>Prisoners will review various aspects of transitioning back into the community, including integration into family, work, education, support systems.</p> <p>They will identify elements that may present roadblocks to successful re-entry.</p>	<ol style="list-style-type: none"> 1. Discuss common emotional responses. 2. Review family adjustment and reunion. 3. Discuss the importance of a positive support system. 4. Review the necessity of having well-defined goals. 5. Write a success plan. 	<p>MDOC Substance Abuse Materials</p> <p>Success Plan</p>	

1. Use scenarios to explore the impact of emotional responses at home and at work.
2. Have prisoners list possible support systems they may utilize.
3. Use the goal-setting materials to write realistic goals for reintegration into the community.
4. Have prisoners list their personal roadblocks and possible means of overcoming them.
5. Have prisoners complete a personal success plan.

MODULE: CR400 CHANGES IN TECHNOLOGY

DEFINITION	CORE ELEMENTS	REQUIRED MATERIALS	RECOMMENDED MATERIALS
Prisoners will become familiar with the latest changes in technology. They will be exposed to the types of technology that will be required in community activities.	<ol style="list-style-type: none">1. Discuss broadly the changes that have occurred in technology.2. Describe the impact of new technology on individuals (frustration, adjustment to change, etc.)3. Describe specific changes, such as U-Scan, savings cards, debit cards, ATM machines, computer advances, electronics, etc.	Changes in Technology Booklet	

1. Have prisoners list the technological changes of which they are aware.
2. Discuss the impact of changes on the individual.
3. Review the major types of technological changes. Include photos when possible.
4. Use scenarios to explore the means for learning new technology and making use of it.